

# **Commission on Judicial Conduct Sustainability Plans**

As Required by Executive Order 02-03

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## **2. Sustainability Policy Statement**

The Commission on Judicial Conduct is committed to fulfilling its responsibilities under Executive Order 02-03 and will strive to model the principles of sustainability in its operations, fleet management, procurement, and building construction. Long-term planning is important for the efficient and sustainable use of our natural resources. The Commission will set operational goals which help to conserve resources, protect the environment, and recycle materials whenever possible.

## **3. Long Range Goals**

The Commission sets the following as long-range goals in support of its sustainability policy.

- Institutionalize sustainability as an agency value
- Raise employee awareness of sustainability in the workplace
- Minimize energy and water use
- Whenever feasible, shift to clean energy for both facilities and vehicles
- Shift to non-toxic, recycled and remanufactured materials in purchasing and construction
- Expand markets for environmentally friendly products and services
- Reduce or eliminate waste as an inefficient or improper use of resources
- Increase use of electronic communications both internally and externally
- Purchase only "energy star" compliant electronic products
- Purchase chlorine free paper products only
- Use only recycled paper
- Use both sides of paper before recycling
- Increase ease with which staff can recycle paper, cans, plastic, etc. by 2005
- When requesting motor pool vehicles, request alternate fuel or high-efficiency vehicles
- Consider holding more meetings via telephone conference call

## **4. Current Practices and Assess Opportunities**

The Commission on Judicial Conduct is currently taking the following steps to reach sustainability goals.

### **1. Fleets and Transportation,**

- Encourage use of high-efficiency vehicles and carpooling
- Hold more meetings via telephone conference when possible

**2. Purchase of Goods and Services,** The Commission places an emphasis on purchasing environmentally friendly products including those using recycled or remanufactured materials, products which can be recycled or remanufactured at the end of their useful life, products which contain no persistent, bioaccumulative toxins, and those that are energy and water efficient. The Commission is working to:

- Purchase 100% recycled paper
- Purchase energy efficient LCD displays for computer systems
- Purchase Energy Star rated computers and electronics and activate energy-saving features.

**3. Facility Construction, Operation and Maintenance,** The Commission strives to recycle, use environmentally friendly cleaning products, and minimize water and energy use. The Commission is working to:

- Recycle electronic devices by using older computers for replacement parts
- Recycle toner cartridges from fax machines, copiers and printers.
- Provide manuals, brochures and other documents on web site
- Encourage people to obtain information from the Commission's web site rather than paper copies; copy materials to CD or send via email rather than paper
- Encourage staff to use electronic versions of documents rather than printing to paper if possible
- Use two-sided copying as a standard
- Turn off office lights & task lights when not in use. Remove extra bulbs from over lit work areas
- Turn off computer screens, task lights and overhead lights at the end of each day
- Copiers are to be set to energy saving mode at before and after business hours
- Promote teleconferencing/video conferencing
- Re-use office supplies, e.g. 3-ring binders, file folders, binder and paper clips
- Recycle mixed paper, boxes and aluminum cans

**4. Grounds Maintenance**

- The Commission leases space on the Capitol Campus and will encourage its landlords to use environmentally sound practices in the care of grounds facilities.

**5. Health and safety programs**

- All staff will be educated and informed on health and safety related issues in the workplace.

**5. Objectives for Biennial Plan**

The Commission proposes the following objectives for the biennium:

**1. Increase awareness of workplace sustainability issues**

- Educate all employees on the Commission's sustainability plans and how they might work to reach those goals

**2. Reduce energy and water usage**

- Work to reduce usage of energy and water through conservation

**3. Purchase and use of recycled and remanufactured materials**

- Shift to 100% use of recycled, non-chlorine bleached paper for all printing and copying needs

- When possible, show a preference to purchasing items made from recycled materials.

#### **4. Reduce waste or inefficient use of resources**

- Increase awareness of how to reuse materials

#### **6. Roles and responsibilities**

- The IT Administrator and the Office Manager will be responsible for planning and evaluating this policy.

#### **7. Communication and Education**

- All agency employees will be educated on goals and efforts.

#### **8. Performance Measures and Continuous Improvement**

- Results will be measured by comparing purchases and/or usage in past biennia to the current biennium of:
  - Paper
  - Toner
  - Miles traveled
  - Vehicle rentals